

INTERNAL AFFAIRS

Basic Information Guide

What is the function of an Internal Affairs Unit?

An Internal Affairs Unit is responsible for receiving, processing, and supervising investigations that involve allegations of criminal conduct and/or acts of misconduct made against members of a law enforcement agency.

How do I file a complaint against an agency employee?

Complaints are accepted in person, by telephone, by letter, by email or by submitting an online form (if available). A complaint can be made anonymously or by any means that is available and preferred by the complainant.

How are complaints investigated?

All Complaints are sent to a specially trained internal affairs investigator who will conduct a thorough and objective investigation until its logical conclusion. There are numerous potential outcomes, to include:

1. If an investigation shows that a crime might have been committed, the county prosecutor or New Jersey Attorney General's Office will be notified.
2. If the investigation finds an employee violated agency rules or regulations, they may be subject to minor discipline, major discipline, suspension or termination.
3. If the investigation shows that the complaint is unfounded or that the officer acted properly, the matter will be closed.

Can I file my complaint with another agency?

Yes, all law enforcement agencies must accept ALL allegations of misconduct. If it is more comfortable, a complaint can always be filed with another agency. The information will then be provided to the proper agency for investigation.

What happens when the investigation is concluded?

Once complete, the complainant will receive the investigation results in writing if contact information was provided.

During the course of an internal affairs investigation, a complainant may be asked to help in the investigation by giving a detailed statement about what happened or by providing other important information if you are able.

Reporting questionable conduct, regarding agency personnel, is **always encouraged**. Whether a complaint is substantiated or not, these interactions increase awareness for agency leadership to actual or perceived problems. This feedback helps determine whether the agency is meeting its goal of serving its community partners effectively.

This Basic Internal Affairs Information Guide is provided by:

Learn more about the Internal Affairs process by visiting: